

Day 1: Contract Management

Morning Session

- 1. Introduction to Contract Management**
 - Definition and importance of contract management
 - Key stages of the contract lifecycle
 - Roles and responsibilities in contract management
- 2. Contract Creation and Negotiation**
 - Drafting clear and enforceable contracts
 - Essential elements of a contract (offer, acceptance, consideration, etc.)
 - Negotiation techniques and strategies
 - Common clauses and their implications (indemnity, confidentiality, termination, etc.)

Break

Mid-Morning Session

- 3. Risk Management in Contracts**
 - Identifying and assessing risks
 - Risk mitigation strategies
 - Allocation of risks in contract terms
- 4. Contract Performance and Compliance**
 - Monitoring contract performance
 - Ensuring compliance with contract terms
 - Performance metrics and KPIs
 - Managing changes and amendments

Lunch Break

Afternoon Session

- 5. Contract Administration**
 - Record-keeping and documentation
 - Communication strategies with stakeholders
 - Handling contract modifications and extensions
- 6. Contract Termination and Renewal**
 - Termination clauses and procedures
 - Early termination implications and penalties
 - Renewal and extension processes
 - Best practices for contract closeout

Break

Late Afternoon Session

- 7. Technology in Contract Management**
 - Contract management software tools
 - Benefits of automation

- Implementing technology in contract management processes
- 8. Case Studies and Group Discussion**
 - Analysis of real-world contract management scenarios
 - Group discussion and problem-solving exercises

Day 2: Dispute Resolution

Morning Session

- 1. Introduction to Dispute Resolution**
 - Definition and importance of dispute resolution
 - Types of disputes in contract management
 - Overview of dispute resolution mechanisms (negotiation, mediation, arbitration, litigation)
- 2. Negotiation as a Dispute Resolution Tool**
 - Effective negotiation skills and strategies
 - Preparing for negotiation
 - Reaching a mutually beneficial agreement

Break

Mid-Morning Session

- 3. Mediation and its Role in Dispute Resolution**
 - Understanding mediation processes
 - Role of the mediator
 - Advantages and disadvantages of mediation
 - Steps in the mediation process
- 4. Arbitration: An Alternative to Litigation**
 - Basics of arbitration
 - Arbitration clauses in contracts
 - The arbitration process
 - Pros and cons of arbitration compared to litigation

Lunch Break

Afternoon Session

- 5. Litigation: The Last Resort**
 - Overview of the litigation process
 - Legal representation and court procedures
 - Costs and timelines
 - Enforcing court decisions
- 6. Dispute Prevention**
 - Proactive strategies to prevent disputes
 - Importance of clear communication and documentation
 - Role of contract management in dispute prevention

Break

Late Afternoon Session

7. International Dispute Resolution

- Handling cross-border contract disputes
- International arbitration
- Jurisdictional issues and enforcement of international awards

8. Interactive Role-Playing and Case Studies

- Role-playing exercises to practice dispute resolution skills
- Group analysis of complex dispute scenarios
- Lessons learned and best practices

Conclusion and Wrap-Up

- Recap of key points from both days
- Q&A session
- Course feedback and evaluation